

370 East Market Street
Akron, Ohio 44304
330-535-3263



3631 Perkins Ave, Ste 2A-W
Cleveland, Ohio 44114
216-881-0330

Position Available: **ICEP Program Assistant**
Department: Child, Youth, and Family Services
Location: Akron, Ohio
Schedule: .75 – 1.0 FTE, non-exempt position
Travel: Akron office and frequent travel to and from program site location

SUMMARY

Asian Services in Action, Inc. is seeking a skilled and committed professional for a full-time position to work with the International Community Empowerment Project (ICEP). The ICEP program is an after-school and summer program providing homework tutoring and prevention program using the LIFE SKILLS curriculum, in addition to facilitating the acculturation of refugee and immigrant school-age students. ICEP is currently in Akron Public Schools at Findley CLC, Jennings CLC, North High School, and Forest Hill CLC.

The duties for the ICEP Program Assistant position is described as below.

DUTIES AND RESPONSIBILITIES

- Acts as the lead staff/contact for the ICEP program site for community partners and collaborators;
- Collaborate with communities to provide services;
- Provide services, which include alternatives and education to clients;
- Market and advertise program to local providers;
- Promote program to local communities;
- Keep record of services using service activity logs for both self and direct staff;
- Report monthly, quarterly, and semi-annual reports to funders as required/requested;
- Gather data on students as needed (e.g. academic reports, pre and post testing, etc);
- Attend trainings/workshops/conferences, as needed;
- Attend ASIA's quarterly and monthly office meetings;
- Identify and attend community cultural events to provide resources and information;
- Confer with ASIA program staff to understand programs and services;
- Keep track of participant and attendance records and provide timely activity reports to the manager;
- Teach and oversee the LIFE SKILLS prevention curriculum to all program locations;
- Be a liaison with parents/caretakers to advocate for students;
- Work with local county board and funder to meet program needs;
- Complete at minimum 10 CEUs per year to maintain prevention licensure;
- Other duties as assigned by manager;

QUALIFICATIONS

- Must enjoy working with youth;
- Background check required;
- Good interpersonal skills and ability to interact with diverse populations/personalities;
- Resourceful and flexible;
- Available to work evenings and weekends as needed;
- Oral communication skills;
- Ability to set priorities and meet deadlines;
- Ability to work well autonomously and in a team;
- A strong interest in Asian American communities and human services a plus;
- Asian language proficiency a plus;
- Access to transportation with a valid driver's license required;

- Certification Required: Registered Applicant and/or OCPSA Certification (will train candidate) in Prevention

SUPERVISES

- Youth Educators
- Volunteers

REPORTS TO

- Program Coordinator
- Manager of Child, Youth, and Family Services

GENERAL INFORMATION

Please email resume and cover letter to HRManager@asiaohio.org. Visit www.asiaohio.org. **No phone calls, please.**

Asian Services in Action, Inc. promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.